横須賀基地空席広報		広報番号: Announcement No.	CNFJ-N01FH-005-07
VACANCY ANNOUNCEMENT		募集締切日: Closing Date	28 Feb 07
		発行日: Date of Issue	15 Feb 07
<b>1.職種名</b> Job title (等級 Grade <u>4</u> /語学等級 LAD <u>1</u> )	募集人数	<b>4.募集範囲</b> Area of	Consideration
Tool Crib Attendant, #2286 No. of		☑ 現 MLC/IHA 従業員(部隊内)	
1001 0110 111011011111, 11 = 200	Recruitment	Current MLC/IHA Emp	
Acceptable trainee level:		☑ 現 MLC/IHA 従業員(通勤圏内)	
□ 車数衣 □ は此衣 □ 促虫衣 □ 医歯衣 □ .		Current MLC/IHA Employee in commuting distance	
Administrative Blue Collar Trade Security Medical   1 名		□ 現 MLC/IHA 従業員(全在日米軍)	
2.部隊 Activity		Current MLC/IHA Employee Japan Wide  ☑ 外部 Off Base Applicant	
Commander U.S. Naval Forces Japan			Аррисан
			CE1
Yokosuka Housing Welcome Center	5.雇用の種類 Type of Employment		
Ikego Housing Branch	⊠ MLC   ∏ IHA	П НРТ	
勤務場所 Working Place: Ikego Housing Area, Zushi	│		
3.勤務時間 Work Schedule (週 40 時間制 hrww)	l —		
勤務日 Work Days: Monday - Friday	□ 限定 Limited I	erm ( ヵ月 Months )	
勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245			
□ 夜勤 Night Shift □ 残業 Overtime □ 出張 Business Trav			
6.職務内容 Duties			
See attached task list.			
7.資格要件/身体条件 Qualification/Physical Requirements a. Knowledge of customer service concepts and practices. d. Skill to make minor repairs on tools and equipment with hand tools. b. Ability to demonstrate how to use tools, materials, and equipment to perform minor maintenance and repair on housing units. c. Ability to perform inventories of tools, materials, and equipment; track all items; and maintain records by using a computer. f. Ability to speak, read and write English at elementary proficiency level (LAD-1). g. Must have GOJ ordinary driver's license.  Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency: □必要なし None 図初級 Basic □中級 Intermediate □上級 Advanced □特段の能力			
Exceptional			
学歴 Educational Background: N/A 免許証/修了証 License/Certificate Required: 7/8 欄参照 See blocks 7 & 8			
8.提出するもの Application and Associated Documents			職務状況 Working Condition
*区 空席応募用紙 Application for Vacancy Announcement			
*☑ <b>専門職務経歴書</b> Resume of Specialized Work Experience			
*の記入は Complete * in □ 日本語で Japanese □ 英語で English □ どちらでも Either			
図 運転免許証の写し Copy of Driver's License			
□ 修了証/証明書の写し Copy of Certificate			
図 80 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm)			
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)			
□ 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen			
applicant, copy of Alien Registration and Passport/Visa Copy			

#### 9. 応募書類提出先 Office to Submit

内部(現 MLC/IHA 従業員)と外部(非従業員)では、提出先が違います。上記必要提出物をお間違えの無い様、 郵送/提出して下さい。 募集締切日必着。 (HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 O 6 O O 時より、深夜 O 1 O O 時まで提出可能です。) Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):

(注意) 上記項目 4 番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部(非従業員)からの応募書類は無効と なりますのでご注意下さい。 When item #4, "Area or Consideration" above shows "Current MLC/IHA employees" only, Off Base applicants will be rated ineligible.

# 1. 内部(現 MLC/IHA 従業員)提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町1番地,Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132)

COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka JN Employment Division (N132)

#### 2. 外部(非従業員)提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

₹238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka Yokosuka Branch of LMO/IAA

Management Section

電話番号 Phone 046-828-6959

内線/Extension 243-8152

管理第一係

受付時間:月曜—金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) \*雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.

#### 10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC: CNFJ Regional Housing, Yokosuka Housing Welcome Center, Katherine Flanigan 軍電 (DSN) 243-8803/9037 or 046-816-8803/9037

PD No.: CNFJ-165Y-003

PD is accurate and current. Certified by Activity: KEF

HRO: kw 2/13 yk

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません Submitted applications will not be returned.

Rev: 2-12-07

# TOOL CRIB ATTENDANT

### Customer Service: (50%)

Receives requests from housing occupants via telephone and walk-in for tools, equipment and materials. Provides information and demonstrations to occupants on "how to" accomplish minor maintenance and repair items and on the safe use of materials, tools and equipment. Based on past usage, determines quantities of materials, parts, tools, equipment, plants, etc. that are required to meet the needs of the housing occupants. Reviews issue slips daily to ensure tools and equipment are returned on time and available for the next occupant.

# Procurement and Inventories: (25%)

Performs inventory on all material, tools and equipment on a daily basis to ensure accountability. Some lawn maintenance tools are stored in sheds throughout the housing area. An ordinary driver's license is required. Prepares required documents to procure materials, tools, and equipment needed to support the housing self-help center. Modifies, rearranges and updates the warehouse area to accommodate changing requirements. Ensures that heavily used items are easily accessible. Uses computer for the tracking of all materials, tools and equipment assigned to the self-help center.

# Maintenance and Repair: (20%)

Inspects all tools and equipment when returned to verify condition. Cost estimates are prepared for tools and equipment damaged by occupants. Occupants are advised on reimbursable procedures and their rights and obligations for corrective actions. Tools and equipment are cleaned, oiled and serviced. Minor defects, including blade sharpening, are repaired immediately to ensure operational readiness for the next occupant.

#### Other duties as assigned: (5%)

Performs other related or incidental duties.